

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Staff Services Analyst	OFFICE/BRANCH/SECTION HQ/DRW&LS/Office of Land Surveys	
WORKING TITLE Surveys Coordination Staff Services Analyst	POSITION NUMBER 913-400-5157-004	EFFECTIVE DATE 08/03/2015

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the direction of the Chief, Surveys Coordination, a Senior Transportation Surveyor, the Staff Service Analyst, works closely with Office of Land Surveys (OLS) staff, Division of Right of Way and Land Surveys Resource Manager, Division of Procurement and Contracts (DPAC), and other administrative support personnel. The Staff Services Analyst assists OLS in the development and management of purchasing documents, maintains and analyzes databases, and generates various reports contributing to recommendations.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
35% E	Assist in the development, revision, implementation, maintenance and document methods (spreadsheets, databases, and in-office records) and procedures to track, analyze and report expenditures related to OLS budgets and contracts as required. Track and analyze expenditures, prepare correspondence, and consult with interested parties regarding appropriate action. Check vendor quotes, prepare and process purchasing and receiving documents and process invoices. Assist with distribution and shipping of equipment. Logically reason, analyze and resolve payment related discrepancies with contractors, vendors, consultants, Caltrans managers, Resource Management, Accounting and Budgets.
30% E	Update and maintain the Passport survey equipment inventory database. Perform physical inventories, and produce reports related to survey equipment purchasing, inventory, service and repair contracts, and surplus. Assist in training staff on Passport survey equipment inventory database system. Performing physical inventories and inventory system training will require occasional travel to Districts.
20% E	Act as OLS administrative liaison. Provide administrative assistance to technical experts within the Department's Surveys and Right of Way Engineering program on training efforts, recruitment efforts, and dissemination of policies, procedures and standards. Prepare, update, and publish semiannual statewide roster of Survey and Right of Way Engineering staff to help identify workforce/staffing trends. Assist in the coordination, preparation, facilitation, and reporting of meetings and other activities, that may include reserving conference rooms, scheduling and obtaining equipment (projectors, sound systems, teleconference connections, etc.), preparation and dispersal of meeting materials and facilitating travel arrangements. Track and report mandatory training compliance, computer/printer inventory, and office equipment and supplies inventory. Anticipate fluctuations in office supply usage and order as necessary to maintain sufficient quantities on hand.
10% E	Act as OLS facilities liaison: Coordinate use and maintenance of office space and furnishings with building facilities management. Track and report annual records inventory.
5% M	Perform independent work on special projects that may include: conducting research, writing reports, making recommendations, directing public phone inquiries and coordinating employee recognition. Distribute payroll, TEC, monthly light rail passes, and individual light rail tickets.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None.

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KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: Principles and modern methods of public and business administration including organization, fiscal, training and administrative analysis; principles and practices of general business management; budgetary procedures and purchasing; principles of accident prevention and safety practices; modern office methods, forms, and equipment; public information channels and methods; organization and functions of the Department of Transportation.

Ability to: Analyze administrative problems and adopt an effective course of action; reason logically and creatively; consult with and advise administrators and other interested parties on subject matter within the area of assignment; develop and implement new and revised methods and procedures; establish and maintain cooperative working relationships; estimate and budget for future needs; analyze data and present ideas and information effectively; demonstrate capacity for assuming increasing administrative responsibility.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Judgments, decisions and recommendations are made for a variety of activities. The incumbent's responsibilities are, at times, shared with others. Accuracy and completeness of reports is extremely important. Poor judgment in decision-making and actions by the incumbent will result in misinterpretation of information, which will decrease the level of service provided by the Office.

PUBLIC AND INTERNAL CONTACTS

The position requires frequent interaction with Resource Management, DPAC, and Administrative personnel. Interaction can occur at all levels, from management to clerical staff, representing internal functional units and other agencies (public and private). In the resolution of discrepancies and other finance issues with contractors, vendors, consultants and Caltrans managers, Resource Management, Accounting and Budgets, it is imperative that the incumbent establishes and maintains effective working relationships with others and communicates effectively verbally and in writing.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must have the ability to multi-task, adapt to changes in priorities and complete tasks or projects with short notice. Must value cultural diversity and other individual differences in the workforce; behave in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public service; must have the ability to resolve conflicts in a reasonable and diplomatic manner; must be able to develop and maintain cooperative working relationships. Employee may be required to sit for long periods of time using a keyboard and video display terminal.

WORK ENVIRONMENT

While at your base of operation, you will work in a climate-controlled office between 64 and 84 degrees under artificial lighting.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE